



# Estes Valley Building Permit Review Submittal Requirements



Revision Date: April 2013

**OVERVIEW.** This handout outlines Planning Division minimum submittal requirements for building permits in the Estes Valley (town and county properties). This handout references several additional handouts that may or may not apply to your situation; these are available in our office or online.

**PROPERTIES OUTSIDE OF TOWN.** Submit the Estes Valley Zoning Approval Form, one set of 24"x36" plans, and one set of 11"x17" plans (the small plans may be submitted via email). See "Estes Valley Building Permits" handout.

**EXTERIOR LIGHTING.** All exterior lighting must comply with Section 7.9 of the Estes Valley Development Code (see "Lighting" handout). Staff may request details of proposed exterior lighting.

**OTHER AGENCIES.** This handout addresses only Community Development Planning Division submittal requirements. We recommend you contact utility providers and the Public Works/Engineering Department to discuss issues such as utility connections, tap fees, driveway and drainage issues.

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**I. BUILDING PLANS.** The following building plan information must be provided:

- ☐ a Floorplans
- ☐ b Building elevations (must label building height)
- ☐ c Location of new/proposed exterior lighting

**II. SITE PLAN.** The site plan must include the following:

- ☐ a Legal Description
- ☐ b Statement of scale and scale bar. 1" = 20' or larger.
- ☐ c Maximum paper size 24" x 36".
- ☐ d North arrow.
- ☐ e Adjacent street names.
- ☐ f Property lines (include distances and directional bearings)
- ☐ g Trees with an 8" or larger diameter at breast height (for lots created after Jan. 2000)
- ☐ h Existing and proposed easements. Provide copies of referenced easements.
- ☐ i Utilities and Service Tap locations. Show all service line connections. Utility connections within a street shall be close enough together to create only one patch, yet meet the minimum separation per utility (see Public Works "Right-of-Way Permit" handout). Service lines on steep slopes should be located in the same trench where possible.
- ☐ j Minimum required setbacks (see "Setbacks" handout). These include zone district setbacks, and setbacks from streams/rivers/wetlands.
- ☐ k Proposed setbacks. Structures within five (5) feet of minimum setbacks require a Surveyor Certificate (see "Surveyor Certificates" handout).
- ☐ l Buildings (must match the building plans).
  - ☐ Show location and dimensions of all buildings, including decks/patios.
  - ☐ Show eaves if they encroach into building setbacks.

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- ☐ m Driveways (see "Driveway and Access" handout).
  - ☐ Show existing and proposed driveway, with a 10-foot radius on each side.
  - ☐ Show roadside drainage conditions (e.g. swales, culverts, cross pans, etc).
  - ☐ Show how driveway drainage will be addressed
  - ☐ Show maximum driveway slope; driveways greater than 12% must be engineered (see "Grading and Drainage Plans" handout).
- ☐ n Drainage. Cannot create adverse impact on adjacent properties. Include drainage arrows showing proposed drainage direction (see "Grading and Drainage Plans" handout). Reference any approved drainage plans.
- ☐ o Grading. Detailed grading plans are required for:
  - ☐ Sites containing a slope of 20% or steeper
  - ☐ Ridgeline protection areas
  - ☐ Rock-fall hazard areas
  - ☐ Areas that include significant drainages
  - ☐ Lots created after February 1, 2000, multi-family and nonresidential construction (see "Grading and Drainage Plans" handout).
- ☐ p Structures over 25 feet in height must include the following information, at a minimum:
  - ☐ Survey control point. Include elevation.
  - ☐ Existing and proposed two-foot contours.
  - ☐ Existing spot elevations at foundation points below roof ridges and at building corners
  - ☐ Finished floor elevations for all floors
  - ☐ Top of Foundation elevations
  - ☐ Overlay roof plan with the elevation of each ridge noted (See "Surveyor Certificates" handout).
- ☐ q Refer to Section 7.7 of the Estes Valley Development Code for requirements for geologic and wildfire hazards.
- ☐ r For development in the A, A-1, CD, CO, O, CH, I-1 and RM zoning districts: the percentage of impervious coverage may be required.
- ☐ s For development in the A-1, CD, CO, O, CH, I-1 and RM zoning districts, the floor area ratio may be required.

**III. CONDOMINIUMS.** In addition to the items outlined above, building permits in condominiums require the following:

- ☐ a Site plan must include General and Limited Common Elements
- ☐ b Letter from the condominium association:
  - ☐ Describing the required approval.
  - ☐ Approving the proposed work.
  - ☐ Describing who is authorized to revise the map and/or declaration.
  - ☐ Agreeing to revise the map and/or dedication if required.
- ☐ c Application for Board review or a revised map. This map must be approved and submitted for recording prior to final inspection.

Note: If your condominium association was created before February 1, 2000, the map does not require Board review, though the map must still be amended and recorded with the Clerk and Recorder.
- ☐ d Submittal of a surveyor certificate if a revised map is not needed (see "Surveyor Certificates" handout). This is to verify the construction does not encroach into GCE.

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